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# How to Do Business With the State of Illinois for Commodities, Equipment, and Supplies



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Illinois Department of Central  
Management Services  
Michael E. Tristano, Director

BUREAU OF SUPPORT SERVICES  
PROCUREMENT SERVICES DIVISION  
801 WILLIAM G. STRATTON BUILDING  
SPRINGFIELD, ILLINOIS 62706

**CMS**

The Illinois Department of Central Management Services has published this brochure to answer questions vendors may have about bidding and/or selling goods and services to the State of Illinois. The information will be helpful to firms that have not previously contracted with the state or those unfamiliar with state purchasing policies and procedures.

All qualified vendors are invited to participate in bidding on the wide variety of commodities and equipment purchased by the state. Central Management Services is authorized by law to buy commodities and equipment for state agencies and elected officials.

## ***How can vendors qualify to do business?***

### **A. Bidder's Application Form (BAF)**

The first step to becoming a qualified vendor is the filing of a Bidder's Application Form (# IL-401-0297). This form may be requested by letter or by telephone at:

Procurement Services Division Office  
801 William G. Stratton Building  
Springfield, Illinois 62706  
(217) 782-2301.

### **B. Illinois Department of Human Rights Form**

Vendors must complete an Illinois Department of Human Rights (IDHR) Employers Report Form (PC-1). Upon approval by IDHR in Chicago, the vendor will be issued an IDHR eight-digit number which must be entered on the BAF. The completed BAF form should be returned to the address listed on the BAF.

IDHR Employers Report Forms may be obtained from:

Illinois Department of Human Rights  
Public Contract Unit  
100 West Randolph  
Chicago, Illinois 60601  
(312) 917-2431.

### **C. Vendor Notification**

After Procurement Services Division (PSD) has reviewed and approved the BAF, the vendor will be notified by letter and placed on the appropriate mailing lists for the products and/or services listed on the vendor's BAF. The vendor also will receive a copy of *The State of Illinois Standard Procurement Rules*.

## ***What are the restrictions and costs of vendor qualification?***

There is no cost to the vendor for the qualification process. Each vendor assumes the responsibility for bidding, billing, and delivery to PSD when bidding.

## ***How do vendors find out what is being purchased?***

### **A. Invitations For Bids (IFB)**

Notice of the state's intention to purchase commodities, equipment, and/or supplies is circulated by an IFB to vendors who have indicated an interest in selling the specific items listed on the bid. Please note: If a vendor does not reply to several consecutive IFBs, the vendor may be removed from the active bid lists.

### **B. Advertisements**

The State Purchasing Act requires that all purchases of \$5,000 or more for commodities, equipment, or services be advertised in the official state newspaper. Contact Procurement Services Division at (217) 785-3900 for the name of the current official state newspaper.

## ***How is the bid prepared?***

The preparation of the bid document (IFB) is the key step in the procurement process. If the service or product offered by the vendor meets all specifications, terms, and conditions, the price quoted on the IFB determines which vendor receives the award.

*Remember:* The vendor's bid constitutes an offer to enter into a contract with the state, and if accepted, is binding on *both* parties. *Prepare all bids with care.*

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### ***How is the bid submitted?***

The bid must be returned in the envelope provided with the IFB. It is the responsibility of the vendor to ensure the bid is received at the PSD office prior to the designated official bid opening date and time shown on the IFB.

### ***What happens at the bid opening?***

All bids for commodities and equipment of \$5,000 or more are opened and read publicly at 801 William G. Stratton Building, Springfield, Illinois. The vendor or vendor representative may attend any bid opening. Following the bid opening, the bids are reviewed by the buyer and entered into a computer system for tabulation.

### ***How are awards of contracts made?***

The bid tabulation is analyzed by the buyer to determine if the low bid meets all specifications, terms, and conditions of the IFB. The successful bidder is notified by a written purchase order. Unsuccessful bidders are not notified.

### ***Are sales calls necessary?***

Although not required, there is no substitute for a personal visit to the PSD office to acquaint state buyers with a vendor and his or her products. Calls and visits to business offices of state agency facilities within the vendor's service area are also recommended.

### ***How can vendors compare their bids?***

After the award is made, the complete bid file is available for public inspection during normal business hours in the office of the Procurement Service Division, 801 William G. Stratton Building, Springfield, Illinois. Telephone requests cannot be honored.

### ***Where do vendors make inquiries?***

Any questions concerning purchasing procedures, the State Purchasing Act, or the Standard Procurement Rules should be addressed to the Illinois Department of Central Management Services, Procurement Services Division, 801 William G. Stratton Building, Springfield, Illinois 62706, telephone (217) 782-2301.

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